



## Human Resources

DATE POSTED: June 15, 2005

REQ. # 05-143

**NOTICE OF JOB OPENING**  
**ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS**  
**EQUAL OPPORTUNITY EMPLOYER**

**2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652**

**Telephone (772) 462-1546 Jobline (772) 462-1967**

**<http://co.st-lucie.fl.us>**

This position must be posted for at least five (5) working days from 06-15-2005 TO 06-21-2005, but will remain open until filled.

DEPARTMENT/DIVISION
<b>PARKS &amp; RECREATION - FAIRWINDS GOLF COURSE</b>

POSITION AVAILABLE
<b>MANAGER</b>

# OF OPENINGS
<b>1</b>

STARTING SALARY
<b>\$51,546.14 / year</b>

COMMENTS
<b>Driving Position</b>

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

**JOB CODE: 1003**

**PAY GRADE: 25**

**SALARY: \$51,546.14 - \$80,211.46**

**GOLF COURSE MANAGER**

**MAJOR FUNCTION:** Receives general direction from the Parks & Recreation Director, exercises direct supervision of the golf course administrative offices and golf shop staff. Responsible for planning, organizing, and directing comprehensive golf program development. Assist in the management and review of golf course operations to include professional services.

**KNOWLEDGE, ABILITIES AND SKILLS NEEDED TO PERFORM THE ESSENTIAL JOB FUNCTIONS OF THE POSITION:**

**Knowledge:** Must have complete knowledge of principles of the golf game, practices and procedures, as well as golf program planning and development. Good organizational skills, knowledge of administrative duties, budgeting, personnel management e.g. golf shop and cart fleet operations, customer service, merchandising, tournament administration and junior golf instruction.

**Abilities:** To plan, organize and direct activities of personnel involved in golfing activities. Interpret and make decisions in accordance with County policies. Communicate clearly and concisely both orally and in writing. Establish cooperative and effective work relations with subordinates, public groups, organizations, and the Board of County Commission. Manage and establish a merchandise buying plan for the golf shop.

**ESSENTIAL JOB FUNCTION:** To plan, organize, direct, and review the golf course daily operations including, program development and professional services. Exercise direct supervision over clubhouse staff. Works directly with the Golf Course Superintendent. Promotes and markets the golf course. Develops and implements policies and procedures for golf course operations. Evaluates the operations and activities, recommends improvements and modifications and prepares various reports. Responds to public complaints and requests. Provides complex and responsible staff assistance to the administration, Board of County Commissioners and committees. Prepares and presents recommendations. Performs related work as requested or assigned.

**ESSENTIAL PHYSICAL SKILLS:** Constant walking, standing, use of both hands, fingers and legs, frequent light lifting (30 lbs or less). Good hand/eye coordination and near and far vision. Good hearing.

**ENVIRONMENTAL CONDITION REQUIREMENTS:** Constantly working inside and outside and possible vision dysfunction due to computer work.

**SAFETY EQUIPMENT USED OR NEEDED:** None.

**EDUCATION:** Bachelor's degree from an accredited college of university with major course work in public administration or a closely related field. Class "A" member of the PGA of America is required.

**EXPERIENCE:** Two years increasingly responsible golf course operations experience. A comparable amount of training and experience may be substituted for the minimum requirements.

**LICENSES, CERTIFICATES OR REGISTRATION:** Requires a valid Florida driver's license and a good driving record.